

SPOKANE TRANSFER & STORAGE CO.

Our Hiring Process

(Please review these important features)

How do I get an application?

Note: Résumé's are acceptable, **but must be accompanied by a completed Spokane Transfer & Storage Co. application that is in your own handwriting.**

First: read and sign the "*Universal Job Description*". This tells you about our mission, our goals, our standards for employees including drug testing, Equal Opportunity Policy, customer service, quality of work, teamwork and other things that we expect of all who work for Spokane Transfer & Storage Co.

Second: Read and sign the "*Job Description*" for the job you are applying. The application will give you the information you need to understand the minimum requirements for qualification, the preferred qualifications beyond that, and the work conditions and other important facts.

Third: Read and sign the "*Applicant Certification of Capability*" for the job you are applying . This form states that you can perform to the minimum requirements of the job.

Fourth: Complete and sign "*Application*".

Fifth: Complete and sign "*Driver Affidavit*" if applying for a driving job.

Applications are considered active for 60 days. To keep the application active you must call or write that you wish the application to stay active for another 60 days. Be sure to keep us advised of new phone numbers, address and additional training and experience. You may be asked to complete a new application if it has been several months.

We conduct background checks, pre-employment drug testing, interviews and Department of Motor Vehicle checks before a final hiring decision is made. A search is also done for criminal records with state, local and federal authorities.

Job offers are conditional, subject to outcome of investigations, drug testing results and substance abuse history from previous employers.

Only applicants selected for interview will be called. We cannot notify every applicant not selected.

Questions are encouraged; we will do our best to answer all of them. Hiring is a two-way process.

Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best-qualified person for the job.

Thank you for your interest in working for Spokane Transfer & Storage Co.!

Spokane Transfer & Storage Co. Inc.
N. 407 Perry Street, Spokane, WA 99202

Universal Job Description for any Spokane Transfer & Storage Co. Employee

Spokane Transfer & Storage Co. is a group of people working together as a team to improve our skills daily in giving our customers the best service possible. The Company's mission is to pickup and deliver shipments safely and on time. Our customer is anyone who needs the type of service that we provide and Spokane Transfer & Storage Co. will do it better than the competition. We have been performing this service since 1964 thanks to the risks taken daily by our managers and the 100% commitment of our employees. The result we want . . . customers that return to enjoy our services, our people and are happy to pay us for the opportunity.

YOU MIGHT BE THE EMPLOYEE WE WANT IF YOU ARE THE KIND OF PERSON WHO CAN AND WILL . . .

SUPPORT OUR EQUAL EMPLOYMENT OPPORTUNITY POLICY

- We believe that each person is unique and should be judged only by individual ability and merit of achievement. We will not hire or retain anyone who practices or permits prejudice, harassment or discrimination against people because of their race or color, national origin, age, sex, religion, disability, marital status, or veteran service status.

SUPPORT OUR DRUG-FREE POLICY AND NO-SMOKING POLICY

- You must pass a drug test before we make a final employment offer, and as an employee if you are involved in an accident or get injured, or where there is reason to suspect chemical impairment.
- Smoking or use of other tobacco products by employees is not permitted in buildings or vehicles.

COMMIT TO QUALITY WORK AND CUSTOMER SERVICE

- By valuing customers and cooperating productively with other employees.
- ***By checking our work carefully, eagerly seeking ways to improve, in quality and quantity.***
- By solving problems by focusing on the mission and the customer.
- Read, write, speak and understand English. Employees must be able to complete all required paperwork in an accurate and legible manner.
- ***All employees must have the basic arithmetic skills to add, subtract, multiply and divide; using whole numbers, fractions and decimals.***
- Must have a minimum of a high school diploma, GED or one-year related experience and/or training.

SHOW BELIEF IN TEAMWORK & SAFETY

- By knowing and supporting all Company policies.
- By arriving on time in order to serve our customers and not unnecessarily burden co-workers with the workload of an absent or late employee. By accepting tasks for the good of the team. By treating others the way you would like to be treated.
- By thinking POSITIVE, GIVING POSITIVE SUGGESTIONS.

- ***By dealing with the public, customers and other team players with integrity, courtesy and reliability.***
- By cooperating with leaders, supporting and helping others in their work.
- ***Employees are expected to arrive at work well-groomed and tidy in appropriate clothing.***
- All employees shall follow Safety Rules, report injuries to their supervisor immediately, report any safety hazard and help fellow employees work safely.
- Attend Company meetings.

YOU MAY BE ASKED QUESTIONS ABOUT THE ABOVE DURING THE INTERVIEW PROCESS. If **you** feel comfortable that you fit the above requirements, please initial this document below and return it to our employment person to continue with the application process.

Your initials _____ Date _____

Spokane Transfer & Storage Co. CDL Driver Job Description

Purpose:

To transport shipments by tractor/trailer combination equipment or straight truck to and from customers safely and on time. To develop and maintain loyal and satisfied customers.

The job description that follows is not an all-inclusive list of all responsibilities, skills, duties, or working conditions required for the job. While it is intended to be an accurate reflection of the current job the Company reserves the right to revise the job or to require that other or different tasks are performed when circumstances warrant. This job description is not an employment contract.

Duties and Responsibilities: (All are essential functions of the job unless otherwise noted)

Driving:

- Current Class A commercial drivers license (CDL).
- Observe and follow all traffic laws and safety compliance rules.
- Be able to safely maneuver large vehicles in all weather and traffic conditions.
- Be a safe driver that follows the Defensive Driving Code.
- Perform vehicle inspections to insure that the vehicle is safe to operate and conform to DOT regulations and complete daily inspection reports.
- Keep truck cab neat, clean and free of loose objects.

Freight handling:

- Able to do heavy physical labor. Regularly lift up to 50 pounds; frequently lift and/or move up to 150 pounds and push, pull or drag up to 400 pounds.
- Loads materials into trucks in such a way to prevent shifting or damage to the cargo.
- Use material handling equipment such as forklift, pallet jack and/or handtruck to load and/or unload shipments in a safe manner.
- Required to wear safety toe footwear.

Paperwork:

- Able to read and complete bills of lading, freight bills and manifests.
- Secure legible signatures and collect money from customers.
- Maintain pickup and delivery information on the daily timecard.
- Ability to carryout instructions furnished in written and/or oral form.
- Complete required log reports.
- Complete Daily Vehicle Inspection Report.

Customer service:

- Listen to, help, or refer customer service complaints to get challenges resolved.
- Always do what the customer wants, unless the demands are illegal, life threatening, unethical or totally unreasonable, give the customer the service requested.
- Ability to effectively present information to customers.
- Refer potential customers to the customer service department.

Equipment used:

- Material handling equipment such as forklifts, pallet jacks, handtruck, and power liftgates.
- Tractor/trailer and/or straight trucks with manual transmissions.
- Tractor/trailer units to 80,000 GVW.
- Trailers to 53 feet

Work environment and conditions, potential hazards:

- Congested dock areas with equipment and pedestrians.
- Physical activity involving lifting of heavy items.
- Mounting and dismounting equipment and trucks throughout the day.
- Exposure to driving large vehicles for several hours at a time.
- Regularly works in outside weather conditions year round. Frequently exposed to the extremes of heat and cold.
- Occasionally works near moving equipment.
- Occasionally exposed to fumes or airborne particles and shipments containing toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

Supervisory and leadership duties:

- Able to work as a team member and be willing to help and be helped by co-workers.
- Be willing to help new employees learn job procedures, safety rules and improve skills.

Job qualifications, minimum:

- Current Class A Commercial Drivers License, (CDL).
- No serious traffic violations or accidents on Department of Motor Vehicle report.
- Current DOT Medical Certification.
- Negative drug test.

Job qualifications, preferred:

- Current Class A CDL with triples and Haz-mat endorsements.
- Certified forklift operator.
- No preventable accidents last five years.
- Knowledge of our service area.
- Defensive driver training.

Physical activity and sensory requirements:

- Frequently using hands to handle various materials, tools and controls.
- Able to reach objects with hands and arms.
- Able to climb and balance, walk, stand, sit, stoop, kneel, crouch, or crawl.
- Enter and exit vehicles using the three-point method.
- Talk and hear.
- Vision abilities include close vision and peripheral vision

THIS IS NOT AN EMPLOYMENT CONTRACT

Signature _____ Date _____

APPLICANT CERTIFICATION OF CAPABILITY

(Please Print)

Your Full Name: _____ Today's Date: _____

JOB YOU ARE APPLYING FOR: _____

Instructions:

- PLEASE READ THE ATTACHED JOB DESCRIPTIONS FOR THIS JOB.
- COMPLETE THE QUESTIONS AND CERTIFICATIONS BELOW.
- YOU are NOT asked to say if you are disabled or if you need accommodation to do the job.

1. Are you able to perform the functions of this job as described? YES___ NO___

2. If you answered NO, which functions are you not able to perform?

3. Certifications:

- I hereby affirm and say that I have read or otherwise become familiar with the Application Procedures, Minimum Requirements, Preferred Qualifications, Physical Abilities and Environmental Exposures and the duties of the job(s) above for which I am applying.
- I certify that my answers above are true to the best of my knowledge.

- I understand that the employer has the right to establish job-related qualification standards including education, skill, work experience, and physical and mental standards necessary for job performance, health and safety, and to hire the best-qualified person for the job.

Applicant Signature: _____ Date: _____

The EEOC Enforcement Guidance on Pre Employment Inquiries under the ADA expressly permits employers:

- To ask if applicants can perform (with or without accommodation) any or all job functions and to describe or demonstrate such ability.
- To ask if applicants need any reasonable accommodation to go through the selection process.
- To ask for reasonable documentation of disability when considering such accommodation.
- To ask whether and what type of reasonable accommodation may be needed to perform essential job functions if the employer reasonably believes accommodation may be needed because of an obvious disability or one disclosed voluntarily by applicant.

. . . US Equal Employment Opportunity Commission, October 10, 1995

CDL DRIVER APPLICATION

APPLICANT: *Read and sign before submitting application.*

It is agreed and understood that any misrepresentations of information given shall be considered as falsification and grounds for immediate disqualification.

It is agreed and understood that the company or its agents may investigate my background to ascertain any and all information of concern to my record, whether same is of record or not. I release company and persons named herein from all liability for any damages for furnishing such information. I agree to furnish any additional information deemed necessary and to complete any such examinations as may be required to complete this application for qualification.

It is agreed and understood that this application for qualification in no way obligates the company to qualify me. I further understand that this application is for the purpose of determining driver qualification only.

If requested to do so, I agree to submit to physical and psychological testing including, but not limited to a urine analysis to test for controlled substances (i.e. drugs).

Signature **X** _____ Date _____

In order that your application may be properly evaluated, it is essential that all the following questions be answered carefully and completely. Resumes are not accepted in lieu of this application, but may be attached. This application must be completed in your own handwriting.

<i>Next Employer</i>		<i>Position</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Supervisor</i>	<i>Phone Number</i>	<i>Employed From To</i>	

Reason for leaving: _____

<i>Next Employer</i>		<i>Position</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Supervisor</i>	<i>Phone Number</i>	<i>Employed From To</i>	

Reason for leaving: _____

<i>Next Employer</i>		<i>Position</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Supervisor</i>	<i>Phone Number</i>	<i>Employed From To</i>	

Reason for leaving: _____

<i>Next Employer</i>		<i>Position</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Supervisor</i>	<i>Phone Number</i>	<i>Employed From To</i>	

Reason for leaving: _____

EQUIPMENT EXPERIENCE

Type Dates States operated in Estimated miles
 Straight trucks: _____

Tractor/Trailer: _____

Doubles/triples: _____

Flatbeds: _____

Forklifts: _____ Types: _____ Certified? _____

Material handling equipment. (pallet jacks, hand-trucks, other: _____

Other related experience: (Circle all that apply) Chains/binders, Tarps, Oversize loads,
Permits, Other (please describe: _____

DRIVING EXPERIENCE

Show special training courses that help you as a driver. _____

Which safe driving awards do you hold and from whom? _____

DOT PHYSICAL

Expiration date of certificate. _____ Attach a current copy of long form DOT
physical examination with this application.

AGREEMENT (To be read and signed by prospective candidate)

*The commercial motor vehicle act of 1986 applies to all drivers operating vehicles having a gross vehicle weight rating of over 26,000 pounds and all drivers of vehicles transporting hazardous materials. A summary of the provisions is:
No driver may possess more than one license, and no motor carrier may use a driver having more than one license. Drivers must notify their employer in writing of any moving violation issued to them other than a parking violation. Such notification must be made within 30 days following conviction or forfeiture of bond. Drivers must also notify their license State in writing of any moving violation issued to them by another State. Such notification must be made within 30 days following conviction or forfeiture of bond. Drivers must notify their employer of any suspension, revocation or cancellation of their driver's license. This notification must be made before the end of the next business day following such suspension, revocation or cancellation. Any person applying for a job as a commercial vehicle driver must inform the prospective employer of all previous employment as the driver of a commercial vehicle for the past 10 years, in addition to any other required information about the applicant's employment history. No person shall operate a commercial motor vehicle unless such person has passed written and driving tests that meet federal standards and unless such person possesses a commercial driver's license issued by his/her State of domicile. Failure to comply with these requirements is punishable by a fine of up to \$2,500.00.*

Signature

Date

DRIVER AFFIDAVIT

Full Name: _____

Date of Birth: _____ Driver's License #: _____ State _____

(Attach legible copy of CDL and current DMV report)

1. Do you have at least 2 years of U.S. driving experience? YES ___ NO ___
If you answered NO, how many years experience do you have? _____

2. Do you have a valid Drivers License? YES ___ NO ___

3. Have you had any traffic violations in the past 5 years? YES ___ NO ___
If YES, provide details, including date and nature of violation.

4. Have you had any accidents in the past 5 years? YES ___ NO ___
If YES, provide details, including date of accident and full description, including who was found to be at fault.

5. Have you ever had any type of motor vehicle license suspended or revoked, or been denied a license, permit of privilege to operate a motor vehicle?

I _____ state that I have filled out this form to the best of my ability and that all of the information is true. I agree to have my motor vehicle record checked for the purpose of verifying the above information. I understand that my employment is subject to verification of the information on this form. I authorize Spokane Transfer & Storage Company's insurance agent to obtain my Motor Vehicle Record.

Employee/Prospective Employee Signature

Date

1. I certify that answers given herein are true and complete. In the event my Application for Qualification is received, I understand that false, misleading, or omitted information may result in rejection of my application for qualification and/or termination.
X _____
2. I authorize investigation of all statements contained herein as may be necessary in arriving at a decision, and I agree to submit to a Medical Examination, including a controlled substance test. I understand that if I fail to satisfactorily pass any part of the medical examination, I will be rejected. Any positive results obtained from my controlled substance test shall result in the rejection of my Application for Qualification. My signature on this Application indicates that I fully understand my responsibility concerning the company's drug and alcohol policy the company's commitment to drug-free workplace, and that I agree to abide by the results of the testing.
X _____
3. In making this request, I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. This inquiry may include agents hired by the Company and may include information as to my motor vehicle record, character, general reputation, and personal characteristics. I consent to these inquiries and to the consideration of any statement of references, former employers, or any other individuals that are given in response to any inquires. Under the Consumer Credit Protection Act, I understand that I may, upon written request and made within a reasonable time, receive additional information as to the nature and scope of an investigation into my general reputation, personal characteristics and mode of living.
X _____
4. I hereby authorize any law enforcement agency, Court of Record, State Department of Motor Vehicles, credit reference firms to furnish Spokane Transfer & Storage information concerning my motor vehicle record, or of any felonies or misdemeanors of which I have been convicted, or of any pending charges.
X _____
5. I hereby understand and acknowledge that, unless otherwise defined by applicable law, and employment relationship with Spokane Transfer is of "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Spokane Transfer.
X _____

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

X _____ (Applicant's Signature) _____ (Date)